



Chauffeur – Positions

The U.S. Consulate General Melbourne is seeking flexible, friendly and customer service oriented candidates for two Chauffeur positions in the Management Section.

Chauffeur – Full Time

Salary: A\$49,483 p.a. + superannuation benefits

Chauffeur – Part Time (30 hrs/wk)

Salary: A\$49,483 p.a. pro rata + superannuation benefits

For further information and the selection criteria please refer to the [Duties and Responsibilities Statement.](#)

Forward application letter, response to the selection criteria and resume to the Management Office U.S. Consulate General, 553 St Kilda Road, Melbourne, VIC 3004 by **December 9, 2013**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE: CHAUFFEUR

**POSITION GRADE LE- 4
(STARTING SALARY A\$49,483)**

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Serves as chauffeur for the U.S. Consulate General, Principal Officer, Ambassador and official visitors, is responsible for general maintenance and appearance of all official vehicles.

Major Duties and Responsibilities

A. Driving

The incumbent acts as chauffeur to the Principal Officer, Ambassador, official visitors and dignitaries, and other Consulate staff as directed and is responsible for the Consulate's vehicle operation and maintenance of our Motor Pool which includes a Lightly Armored Vehicle (LAV), sedan, and van.

The incumbent will liaise with the Principal Officer's OMS, AFP, Management Assistant (GSO) and Management Officer in formulating daily/weekly/monthly driving schedules and programs. The incumbent is responsible for ensuring scheduling is always accurate and must be flexible and adaptable in accounting for sudden program changes.

The incumbent will liaise with contract driving services for shift handover and schedule coordination for off-hour, weekend and official holiday transport. The position is responsible for the pick-up and delivery of dispatches, letters, packages and unclassified diplomatic pouches using other Consulate vehicles as directed by the Consul General and Management Officer.

B. Vehicle Maintenance

The incumbent is responsible for the appearance and general maintenance of the three Consulate vehicles, ensuring that they are kept in good mechanical condition at all times. The incumbent is also responsible for full detailing of the vehicles, washing, cleaning (both interior and exterior) as required, but at least one a week for each vehicle.

The position is responsible for ensuring all three official vehicles have an adequate supply of petrol in the tank at the beginning of each day and that routine maintenance is performed by liaising with auto repairers and recommending major repairs when required.

The incumbent ensures all vehicle logs (i.e. trip logs, motor vehicle accident forms, petrol logs and cards) are maintained in each vehicle and is responsible for ensuring medical kits and CO2 bottles in each vehicle are complete and ready for use.

C. Administrative Duties

The incumbent will provide general administrative duties including but are not limited to photocopying/collating material for mass mailing, assisting with gathering information for ICASS statistics. The position will be responsible for assisting direct hire Americans in the purchase and sale of their private vehicles, liaising with DFAT and Australian Customs to ensure all vehicle purchases and sales follow Australian and U.S. Government regulations and other duties as directed by the Management Officer.

The incumbent is responsible for escorting all contractors at the Consulate Office Building and off site at the USDH leased housing as required at the instruction of the Management Assistant (GSO).

D. Maintenance Services

The incumbent provides assistance to the Management section with USG owned and leased property by performing minor repairs, maintenance and general handyman duties as directed.

QUALIFICATIONS REQUIRED AND SELECTION CRITERIA

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.
2. Minimum 2 years professional driving experience as a chauffeur is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested
4. Must hold a valid Australian Driver's license and have a clean driving record.
5. Knowledge of addresses, locations and a general understanding of traffic conditions and rules of the road in Melbourne and the surrounding suburbs is required.
6. The ability to perform preventative maintenance and a strong understanding of vehicle mechanics is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive but Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Management Office
U.S. Consulate General
Level 6, 553 St Kilda Road
Melbourne VIC 3004

THE DEADLINE FOR APPLICATIONS IS DECEMBER 9, 2013

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

U.S. Mission Australia maintains a drug free work environment.

Appendix

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References